



Building plans and permits are required for new construction, additions and remodeling work.

Separate permits are required for plumbing, mechanical and electrical work associated with new construction, additions and remodeling work.

1. **PLANS REQUIRED.** Construction and remodeling projects require submittal of plans. Specific plan requirements will depend largely upon the extent, nature and complexity of the work to be done. The following are guidelines for preparation and submittal of plans.
2. **PROJECT INFORMATION.** On the first sheet of the plans, provide the following information:
 - q **Name of Architect, Engineer or Designer:** The printed name, address, telephone number and signature of the person who prepared the plans. Plans prepared by architects and engineers must be stamped (with a state approved stamp) and “wet” signed on at least 2 sets of plans.
 - q **Address and Owner:** The street address of the property and the name of the legal owner.
 - q **An Index of the Drawings:** List each sheet and sheet number in the plans with a Sheet Index or Index of the Drawings.
 - q **Scope of Work:** State the complete scope of work for this permit.
 - q **Project Information:** State the area of the building (or areas of buildings for multiple buildings); the Occupancy Group or Groups (Table 3-A, CBC), the Type of Construction (Table 16-A, CBC); the Occupant Load of each floor (per Table 10-A, CBC) and whether or not the building is or will be equipped with fire sprinklers.

Include an allowable building area calculation or analysis which identifies floor area increases due to location on property, multi-stories, unlimited area provisions, fire sprinklers, etc.
 - q **Proposed Deferred Submittals:** Include a list of work items, if any, proposed for deferred submittals.
 - q **Building Codes:** State the current building codes in effect as the 2001 CBC, 2001 CPC, 2001 CMC, 2004 CEC, 2005 California Energy Standards and the 2002 Milpitas Municipal Code (MMC).
3. **ARCHITECTURAL PLANS REQUIRED.** The following are minimum plan requirements for most projects. Additional plans, calculations or documentation may be required for complex projects or components.
 - q **Site Plan (or Plot Plan):** The Site Plan must include or show all of the following information:
 - § A scale and north arrow.
 - § Adjacent streets or alleys and dimensioned location of the existing building or buildings on the site.
 - § Front, side and rear yard setback dimensions, dimensions to easements, and dimensions between buildings if there is more than one building on the site.
 - § All parking to include regular and van accessible parking spaces. Disabled access route or routes of travel from the public way and accessible parking to building entrances and exits, routes of travel between buildings on the same property and all other site accessible features including signage.

- q **Floor Plans:** Floor Plans must be complete and indicate or show the following information:
 - § Each room and space and the function of each. For example: Office, Storage, Manufacturing, Toilet, etc.
 - § The Occupancy Group of each room or space when there are multiple occupancies or uses.
 - § Door and window sizes and hardware for exit doors.
 - § The exiting system (or an exiting diagram) including rated corridors and relationship of corridor walls to roof structure, ceilings and floor. Indicate the occupant load of each space or room.
 - § Alterations to existing buildings:
 - Identify and label all new (n) and existing (e) construction
 - Identify the specific area or areas within the building where proposed work is to take place
 - Define and label areas for demolition, if applicable
- q **Elevations:** Exterior elevations of all 4 sides are required for new buildings. For existing buildings, provide elevations where exterior work is to be performed. Note that additional elevations may be required for clarity.
- q **Building Cross Sections:**
 - § New buildings: Provide at least one cross section view. Provide additional sections or partial sections as necessary to explain all construction and the relationship of foundations, floors and roof to walls, ceilings and other construction. Be sure to indicate cross section cut lines on the Floor Plan/s.
 - § Existing Buildings: Provide cross section views as required at walls, floors or ceilings to fully depict the new construction and how it relates to existing construction. Where new or replacement roof-mounted mechanical equipment is proposed, a cross section through the roof area showing parapet walls and/or equipment roof screening is required.
- q **Reflected Ceiling Plan:** A ceiling plan is required for new buildings and for alterations and renovations when the existing ceiling is being modified.
- q **Title 24 CCR Accessibility Standards:** Indicate in detail how the new or altered building complies with all required disabled access features and standards. See also Site Plan requirements above.
- q **Details and Notes:** Include all construction details such as changes in floor elevations and floor transitions from concrete to wood, if any, and details of how new additions are connected to existing buildings.
- q **Landscape and Irrigation Plans.** If landscape and irrigation plans are required, all submittals must comply with City of Milpitas Planning Division requirements.

4. STRUCTURAL PLANS REQUIRED.

- q **Foundation Plan:** Provide a complete plan and details of the new foundation system. For existing buildings, indicate existing and new foundations, type of foundation, size and depth of footings or piers, grade beams and slab details.
- q **Floor Framing Plan:** For framed floors, provide framing member sizes and spacing, type and length of shear walls, details of floor diaphragms, hold-downs (if any) and supports.
- q **Roof Framing Plan:** Indicate size and spacing of roof framing members and details of the roof diaphragm. For existing buildings, indicate any required modifications of the existing roof plan.
- q **Sections and Details:** For engineered designs, provide shear transfer details and construction connections.
- q **Structural Design Calculations:** Provide complete structural calculations for vertical load carrying members and for the lateral force resisting system. Calculations must be numbered by page and indexed for complex projects. Calculations must be stamped and “wet” signed by the architect or engineer who prepared them.

5. MECHANICAL, PLUMBING and ELECTRICAL PLANS REQUIRED.

- q **Mechanical Plans and Calculations:** Provide the following.
 - § Duct layout plan with size, material and insulation of all ductwork and methods of support and bracing.
 - § An equipment schedule. Include a description and the weight of each piece of equipment, and the required fresh outside makeup air for each system based on Occupant load determined from the CBC, Table 10-A.
 - § For roof-mounted equipment. A roof plan, location and size of openings for ductwork or equipment, details of required roof access, details of equipment anchorage, and a profile section through the roof and parapets or screen enclosure showing how equipment is screened.
 - § Specify and note how condensate is routed to the sanitary drainage system.
 - § California Energy Calculations with required heat loss/gain, shell building and glazing calculations reproduced on the plans at full size.
- q **Plumbing Plans:** Provide the following.
 - § Water, sewer and gas line plan or isometric layout with sizes and materials noted. Include gas demands in CFH, developed lengths of gas piping and gas pipe sizing calculations for large projects and/or where medium pressure piping is to be used.
 - § Calculations of sanitary sewer lines and water lines for large buildings. Note that in the City of Milpitas, water lines may not be located under concrete floor slabs that are on grade.
 - § Site sanitary waste and water line plans at new buildings and at existing buildings where needed. Indicate existing size and required size of sanitary lines at existing buildings.
- q **Electrical Plans and Calculations.** Provide the following:
 - § A single-line power distribution plan. Label all distribution panels and/or other equipment such as transformers.
 - § Panel schedules and load calculations.
 - § Electrical power and lighting plans.
 - § California Energy Calculations with required lighting forms reproduced on the plans at full size.

6. OTHER CALCULATIONS, FORMS and COUNTY AGENCY REQUIREMENTS.

- q CCR Title 24 Energy Calculations. A minimum of 2 sets of signed reports
 - § Energy calculations apply to new buildings and alterations or changes to existing buildings.
 - § Energy compliance requirements include applicable reports, Mandatory Measures, required Compliance Statements, specifications, and reproduction of state forms on the plans at full size. Incorporate all energy conservation measures into the plans.
- q Other City Department requirements (These forms are available at the Permit Center)
 - § Sewer Needs Inquiry.
 - § Hazardous Materials Disclosure Form.
- q If property is located in the special flood hazard area, contact Engineering Division at (408) 586-3328 prior to beginning any plan preparation.
- q Hazardous Materials: Provide a general layout of all areas and an inventory statement or list of types and quantities of all hazardous materials to be used or stored on the site with a key location map. On the statement or list, be sure to use classifications found in the CBC, Tables 3-D and 3-E. This requirement also applies to existing buildings.
- q Santa Clara County Approval Requirements
 - § Prior approval of the Santa Clara County Health Department is required for all food facilities and for public swimming pools.
 - § Approval of the San Jose/Santa Clara Water Pollution Control Plant (SJSCWPC) is required for contaminated sewer waste discharge to the sanitary sewer system. Approval of this agency is also required for sizing of grease traps in food facilities and for determination of grease trap requirements in solid waste enclosures.

7. **PLAN PREPARATION REQUIREMENTS.**

- q **Plan Size:** The minimum sheet size for non-residential plans is 36 x 24 inches (36" wide x 24" high).
- q **Sets of Plans:** At least 5 sets of plans are required for the initial submittal to the Building Inspection Division.
- q **Clarity:** All plans shall be prepared to be sufficiently readable and clear for a microfilm record. Pencil drawings are not acceptable but copies of pencil drawings can be submitted provided copies are readable and have good contrast.
- q **Dimensions:** Plot Plans, Floor Plans and other plan drawings shall be fully dimensioned and shall have a north arrow.
- q **Scale:** All drawings shall be drawn to an adequate scale with the scale indicated. Recommended scales for drawings are:

Plot Plans:	1/8"=1', 1"=10' or 1"=20'	Floor and Roof Framing:	1/4" = 1'-0" or 1/8" = 1'-0"
Floor Plans:	1/4" = 1'-0" or 1/8" = 1'-0"	Building Cross Sections:	1/4" = 1'-0" or 1/2" = 1'-0"
Foundation Plans:	1/4" = 1'-0" or 1/8" = 1'-0"	Exterior Elevations:	1/8" = 1'-0" or 1/4" = 1'-0"
Construction Details:	3/4" = 1'-0"		
- q **Existing (e) and New (n) Construction:** When an existing building is being altered or remodeled, be sure to label all new (n) and existing (e) construction, components and fixtures to distinguish between new work to be done and the existing work.
- q **Completeness:** Please remember, **the more complete and accurate the drawings** and submittal documents, **the sooner a building permit can be issued.**

PLAN NOTES AND PERMIT INFORMATION:

1. Plan sheets prepared by a licensed architect or registered engineer must be stamped and "wet" signed in at least two copies of each sheet he or she has prepared in accordance with the California Business and Professions Code prior to or at the time of permit issuance.
2. A Certificate of Compliance substantiating that necessary school impact fees, where applicable, have been paid must be provided to the City prior to issuance of a building permit. Contact:

Nawal Stanojevic
Milpitas Unified School District, Bldg 200, Rm 205
1331 East Calaveras Blvd., Milpitas, CA 95035
Phone (408) 945-2304

3. If one or more of the required items mentioned above are omitted from the submittal plans, the application may be considered as incomplete and may not be ready for City review.
4. A Building Permit may be issued only to a State of California Licensed Contractor or a property owner. An Owner may authorize an agent to take out a permit in his or her name by providing a specific letter for a specific property authorizing that individual to take out the permit or permits. Such a letter should be typewritten and dated, contain the Owners name, property address, the person who will be taking out the permit and a general description of the work to be done.